

Lighthearted short leave request

Subject: Requesting a Break from Reality

Hi [Manager's Name],

I'd like to request a short leave of absence from [date] to [date]. Don't worry—I promise not to spend the whole time on the beach with a coconut in hand (well, maybe just part of it).

I'll wrap up my tasks before leaving, and I'll be back refreshed and ready to take on the world (or at least my inbox).

Thanks,

[Your Name]

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